

**DEPARTMENT OF THE NAVY**  
**Office of the Chief of Naval Operations**  
**Washington, DC 20350-2000**

**OPNAVINST 1560.8A**  
**OP-159**  
**2 February 1990**

**OPNAV INSTRUCTION 1560.8A**

**From:** Chief of Naval Operations  
**To:** All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

**Subj:** REGULATIONS GOVERNING THE  
NAVY ENLISTED EDUCATION  
ADVANCEMENT PROGRAM (EEAP)

**Ref:** (a) OPNAVINST 1780.1  
(b) OPNAVINST 1780.2  
(c) OPNAVINST 6110.1C

**Encl:** (1) Regulations Governing the Enlisted  
Education Advancement Program  
(2) Sample Application Letter

**1. Purpose.** To provide policy guidance and detailed regulations governing the Enlisted Education Advancement Program (EEAP) contained in enclosure (1). This instruction is a complete revision and should be reviewed in its entirety.

**2. Cancellation.** OPNAVINST 1560.8.

**3. Policy**

**a.** The EEAP provides an opportunity for highly qualified, career motivated enlisted personnel to earn an associate/bachelor of arts or associate/bachelor of science degree.

**b.** Selectees will receive full pay and allowances and may compete for advancement. They will not be eligible for any special duty assignment pay. Selectees will pay for tuition, fees, books and other expenses incurred while participating in EEAP. EEAP students may not use tuition assistance under the Navy's Tuition Assistance Program to defray educational expenses. Eligible students may use inservice Vietnam Era GI Bill educational benefits, the Veterans Educational Assistance Program (VEAP), or the Montgomery GI Bill (MGIB). Eligibility requirements for VEAP are delineated

in reference (a). Eligibility requirements for inservice use of MGIB are detailed in reference (b).

**c.** Applicants are expected to investigate tuition costs and degree requirements for school(s) of their choice indicated in paragraph 2 of enclosure (2). Excellent sources of this information are Navy Campus Offices or correspondence directly with the school(s). Applicants must determine how their college expenses will be funded prior to submitting their application.

**d.** Criteria for selection shall include performance evaluations, performance in Navy schools, and evidence of individual effort to advance academically while in the Navy. Consideration shall be given to members in those ratings with limited or potentially limited opportunity to participate in off-duty education due to sea/shore rotation cycles and Career Reenlistment Objectives (CREO).

**e.** EEAP selectees will normally attend a college or university located near their present duty station or near a major installation (Continental U.S. (CONUS) or Hawaii). If the appropriate curriculum is not available or there is a spouse collocation requirement or other assignment consideration, then other locations, authorized by Commander, Naval Military Personnel Command (COMNAVMIIPERSCOM) will be selected by Commanding Officer, Naval Education and Training Program Management and Support Activity (NETPMSA), Code 043. Permanent Change of Station (PCS) moves are not authorized solely for the purpose of participating in EEAP. Applicants must already be accepted to their college/university of choice prior to applying for EEAP.

**f.** In all cases, 24 months are allowed in order to enable the member to complete the requirements for an Associates degree. If the degree requirements are completed in less than the allotted time, students may continue in

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EEAP by enrolling in courses leading to the next higher degree. Applicants should be aware that success in this program is influenced by the full support of spouse and other family members. Long study hours are required to achieve both personal and Navy standards.

g. Six years of obligated service, commencing upon transfer to an EEAP administrative command (the command to which EEAP students are assigned while enrolled in the program), will be incurred as a result of participation in EEAP. No relationship exists between this obligated service requirement and the number of months of education provided.

**4. Action.** Regulations, detailed in enclosure (1), provide direction and guidelines for the administration of EEAP. Responsibility for the program is assigned as follows:

a. Deputy Chief of Naval Operations (DCNO) (Manpower, Personnel and Training) shall:

(1) Establish EEAP policy, provide timely guidance to the fleet, and develop long range plans.

(2) Serve as resource sponsor, and with the assistance of the Chief of Naval Education and Training (CNET) who is the major claimant, determine and defend necessary requirements for program implementation.

b. CNET as the program manager will approve all EEAP selection board results.

c. The Commanding Officer, NETPMSA is designated the administrative agent for EEAP and shall:

(1) Be responsible for all administrative requirements relating to the program.

(2) Convene and conduct the annual EEAP selection board.

(3) Notify applicants of results by NAVOP.

(4) Conduct liaison with assigned colleges.

(5) Provide each EEAP student the opportunity to read a copy of the regulations upon accession into the program. It is the student's responsibility to comply with these regulations. EEAP students are required to have a page 13 entry which states that they have read and understand these regulations.

d. Commanding officers must ensure that all enlisted personnel have equal access to publicity about this program. It is a significant education opportunity for career enlisted personnel. Applications should be encouraged from all members who qualify and are highly motivated for this excellent opportunity to increase their education level.

e. Commanding officers having administrative cognizance over EEAP students for military matters shall:

(1) Appoint in writing an EEAP Student Coordinator (ESC) who will coordinate student matters at the command level. The individual appointed as ESC should be on active duty with the rate/rank of senior chief or above. The ESC is responsible for the following:

(a) Ensuring that the administrative command is kept apprised of all matters concerning the student's progress towards his/her degree.

(b) Comply with the requirements as set forth in Appendix A to enclosure (1).

(c) Mustering the students for inspection at least monthly.

(d) Ensuring the students' performance evaluations are written and submitted and student members take the appropriate advancement exams.

(e) Ensure students comply with the Navy's physical readiness standards as set forth in reference (c).

(2) Provide the Commanding Officer, NETPMSA (Code 043), with the name, address, Unit Identification Code (UIC) and telephone number of the appointed ESC.

(3) Provide copies of the EEAP regulations to appropriate college staffs for their information.

(4) Ensure appropriate service record entry for all actions occurring during EEAP assignment including course/degree completion, etc.

**6. Reports and Form.** DD 295, S/N 0102-LF-000-2952, NAVPERS 1070/621, S/N 0106-LF-018-6225, and NAVPERS 1070/622, S/N 0106-LF-018-6232, are available through normal Navy supply channels per NAVSUP P-2002. The reporting requirements of this instruction are contained in Appendix A of enclosure (1) and are exempt from reports control by SECNAVINST 5214.2B.

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Deputy Chief of Naval Operations  
(Manpower, Personnel and Training)

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REGULATIONS FOR INSTRUCTION AND ADMINISTRATION  
OF  
ENLISTED EDUCATION ADVANCEMENT PROGRAM (EEAP)  
INTRODUCTION

These regulations have been prepared for the guidance of naval authorities, students enrolled in the program, and for the information of participating college officials. The regulations contained here provide direction and guidelines established by the Chief of Naval Operations and the Chief of Naval Education and Training for the administration of EEAP. They are flexible, where possible, to provide some latitude in considering various actions. The intent is that each administrative action promote the best interest of the Naval Service, the student, and the institution.

Enclosure (1)

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EEAP INSTRUCTIONS AND ADMINISTRATIONPART IGENERAL ACADEMIC GUIDANCEA. OBJECTIVE

1. General Policy. The objective of the Enlisted Education Advancement Program (EEAP) is to provide an opportunity for highly qualified, career motivated enlisted personnel to earn an associate/bachelor of arts or associate/bachelor of science degree. This will provide a cadre of career petty officers who possess a high degree of competency in a designated field.

B. ACCEPTANCE AND PRE-ENROLLMENT PROCEDURES

1. Notification of selection. Applicants selected for participation in EEAP will be notified by NAVOP message as soon as feasible after adjournment of the selection board. Within four weeks following the promulgation of the NAVOP message, selectees will receive notification of the approved college and academic major from Commanding Officer, Naval Education and Training Program Management Support Activity (NETPMSA).

2. College Admission

a. Applicants will request the desired college/university to forward an admissions package.

b. While awaiting the admissions package, applicants shall obtain and complete college and Defense Activity for Non-Traditional Education Support (DANTES) transcript requests and Application for the Evaluation of Learning Experiences During Military Service (DD-295). Transcript requests should be mailed to all colleges previously attended as soon as possible. The DD-295 will be submitted to the desired college with the application for admission.

c. Immediately upon receipt of the admissions package, applicants will complete and return the required forms, together with the DD Form 295, to the college.

d. As soon as applicants are notified of acceptance by the college, a copy of the notification of acceptance shall be incorporated in the application letter and then forwarded to Commanding Officer, NETPMSA (Code 043). Once selected, orders for duty-under-instruction will be requested by Commanding Officer, NETPMSA from COMNAVMILPERSCOM.



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e. Selectees will normally remain on board their current command pending receipt of orders. Selectees should not register for any classes until orders are received. It is the selectee's responsibility to coordinate issuance of orders with their detailer, taking into account any desired leave, ensuring arrival at school in sufficient time to enroll.

### 3. Academic Instruction

a. Academic Major. Approval of the academic major shall be based upon:

(1) The academic ability of the selectee as determined by evaluation of the selectee's high school transcript, SAT/ACT scores and, when available, transcripts of previous postsecondary educational experiences.

(2) The desire of the student.

b. Academic Major Change. An academic major, once approved, may be changed only with approval of Commanding Officer, NETPMSA Code 043. A proposed change requires justification by the student, endorsement by the commanding officer of the assigned administrative command, and the written recommendation from appropriate college officials. The request must indicate what credits (if any) already earned will not be applicable to the requested major.

c. Period of Instruction. The maximum period of instruction is two academic years (24 calendar months) including summer sessions. EEAP students shall complete all the degree requirements for at least an associates degree. Students who enter the program with advanced standing shall endeavor to ensure maximum credit is awarded and graduate early. Students MUST claim all transferrable credit accepted by the college.

d. Degree Plan. During the admissions process the selectee shall schedule a meeting with the college counselor/faculty advisor to develop a firm degree plan (program of study) based upon the requirements of the approved program of instruction. A copy of the degree plan shall be forwarded to Commanding Officer, NETPMSA, (Code 043), not later than 30 days following the class convening date. The degree plan must be signed by the student and the appropriate college official. Failure to submit a degree plan is cause for disenrollment from the program.

e. Adjustments to Degree Plan. Students may request an adjustment to the authorized degree plan (course cancelled, no longer offered, etc.), based upon the written recommendation of the counselor/faculty advisor verifying the necessity to deviate

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from the original degree plan. The request, including the recommendation of the counselor/faculty advisor, shall be forwarded, via the commanding officer of the student's administrative command, to Commanding Officer, NETPMSA (Code 043) for approval. This does not apply to minor adjustments, such as switching previously approved courses to accommodate availability of courses.

f. Authorized Courses. Students are authorized to enroll only in those courses listed on the degree plan. Courses which fall outside the degree plan are only authorized under special circumstances and must be approved by NETPMSA (Code 043). Courses outside the degree plan which are required by the Navy and courses of a preparatory or remedial nature do not need prior approval. Students are encouraged to enroll in honor courses, where offered. Students are cautioned, however, concerning the Navy academic standards when enrolling in these courses.

g. Required Courses. All EEAP students are required to take two semesters of English (1 of which shall be English composition) and one semester of mathematics regardless of the program of study. Students may satisfy these requirements by attaining a satisfactory score on the appropriate College Level Examination Program (CLEP) test or through classroom instruction.

h. Academic Load. EEAP students shall carry a full academic load at all times unless otherwise authorized in writing by NETPMSA. A full academic load is considered to be a minimum of 12 semester hours, or quarter hour system equivalent, during regular sessions, and a minimum of six semester hours during summer sessions. This applies to all terms, including the final term in the program. Students will not be permitted a reduced course load their final term in EEAP.

i. Auditing Courses. If a student elects to audit a course, the course will be in addition to the full course load, and only one audit course is allowed per term.

PART II  
STANDARDS

A. GENERAL

1. Class Attendance. Students shall attend all scheduled classes regardless of college policy permitting class "cuts". This requirement extends to seminars, preparatory sessions, workshops, or special programs, regardless of whether attendance is compulsory for other students. This duty-under-instruction shall be considered as full time, day-time employment. Classes may be taken only during the hours of 0700-1600, unless prior approval has been obtained in writing from the student's commanding officer, with a copy to NETPMSA (Code 043). Failure to attend class is cause for disenrollment from the program.

2. Extracurricular Activities. Students are permitted and encouraged to participate in extracurricular activities, including athletics. Such participation should not interfere with academic endeavors, and acceptable academic standards must be maintained.

3. Academic Counseling. At the first detection of academic difficulty by either the student or the ESC, the ESC may arrange for counseling by a local Navy Campus Education Specialist (NCES). The ESC shall brief the NCES of the nature of the problem and of any background information which may impact the student's academic performance, and which may assist the NCES in making a recommendation. The NCES may recommend any course changes deemed inappropriate to the approved major or recommend other corrective action. It is the student's responsibility, in conjunction with the ESC and the commanding officer of the student's administrative command, to take the necessary corrective action based on the NCES's recommendation. ESC's at commands which do not have a local NCES may call the EEAP administrator at NETPMSA (AUTOVON 922-1806 or commercial (904) 452-1806) for referral to the nearest NCES.

B. ACADEMIC STANDARDS

1. Academic Performance. All EEAP students are expected to maintain high levels of academic performance. Students are required to maintain a minimum academic grade point average of 2.5 on a 4.0 scale for each term (not cumulative). Grade reports shall be provided to the administrative command ESC, who shall forward them to the Commanding Officer, NETPMSA (Code 043), not later than 30 calendar days following the last day of the school term. Legible copies of machine printed grade reports showing name of school are required. Failure to submit grade reports to

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the ESC is a cause for disenrollment.

2. Academic Probation. EEAP students shall be placed on probation by the Commanding Officer, NETPMSA, regardless of their academic status with the college, for any of the following reasons:

a. Failure of a Single Course. Failure of a course, without regard to the type of credit the course may carry, and regardless of the student's grade point average for the term.

b. Failure to Carry a Full Course Load. A full course load is defined in Part I paragraph 3h.

c. Unsatisfactory Grade Point Average. A student's grade point average falls below a 2.5 (C+) in a single term without regard to cumulative grade point average.

d. Incomplete Grades. Grades of "Incomplete" are considered unsatisfactory academic performance and must be completed during the following term (an incomplete will not be included as part of the full course load).

3. Removal of Failing Grade. A student may remove a failure by completing the requirements as stipulated in the college regulations and approved by the counselor/faculty advisor. The necessity to repeat a course shall not be cause for extending the period of duty-under-instruction beyond the maximum of 24 months.

4. Unsatisfactory Academic Performance. An EEAP student shall be considered academically unsatisfactory and subject to disenrollment, regardless of academic status with the college, for any of the following reasons:

a. Failure of a Second Course. Without regard to the type of credit the course may carry, either prior to removal of an initial failure or concurrent with another failure, in any term.

b. Unsatisfactory Term/Cumulative Grade Point Average. Failure to bring term/cumulative grade point average above 2.5 (C+) during the term the student is on probation.

c. Failure to Carry a Full Course Load. A full course load, as defined in Part I paragraph 3h, must be carried even though student is on probation. The ESC of a student who has been placed on probation (regardless of which term and for what reason) shall obtain telephone approval from NETPMSA, (AUTOVON 922-1806 or commercial (904) 452-1806), before allowing that student to enroll in the following term.

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5. Unsatisfactory Performance Other Than Academic. The commanding officer of the EEAP administrative command may recommend disenrollment for a student at any time if it is determined that (1) insufficient effort is applied in conjunction with course work (i.e., poor motivation, unsatisfactory personal conduct or lack of responsibility), or (2) a satisfactory attendance record is not maintained.

C. DISENROLLMENT PROCEDURES

1. Command Responsibilities. The ESC shall keep the commanding officer of the EEAP administrative command advised of all students whose performance is unsatisfactory as defined in paragraph 5 and shall convey to the commanding officer any written recommendation from the college concerning the continued enrollment or disenrollment of the student.

a. Students recommended for disenrollment shall have an opportunity to submit, via the commanding officer, a statement of extenuating circumstances on their behalf. All requests for disenrollment shall be forwarded to Commanding Officer, NETPMSA (Code 043) for final approval/disapproval. Requests for disenrollment shall be made by naval message due to the short interval between terms. Message address is NETPMSA PENSACOLA FL.

b. Students recommended for disenrollment will be assigned to the administrative command for military duties pending receipt of approval/disapproval of request from Commanding Officer, NETPMSA, and subsequent receipt of orders from COMNAVMILPERSCOM.

PART III  
ADMINISTRATION

A. NAVAL ADMINISTRATION

1. General Administration. Local administration of EEAP students is the responsibility of the commanding officer of the EEAP administrative command.

2. Records Maintenance and Disposition. Military personnel service records of EEAP students will be maintained by the Personnel Support Activity/Detachment serving the administrative command to which the student is assigned for administrative purposes.

3. Disciplinary Matters. Students are subject to instructional

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and social control as required by college regulations. The commanding officer of EEAP students shall request college authorities to refer any action on disciplinary matters involving an EEAP student. Appropriate action will be taken per current Navy directives or the Uniform Code of Military Justice.

4. Nonjudicial Punishment. Nonjudicial punishment will be the responsibility of the commanding officer of the EEAP administrative command. The Commanding Officer, NETPMSA shall be informed of all such matters.

5. Leave. All EEAP students shall be granted leave per current Navy regulations. Except for emergency reasons, leave shall NOT be granted during any academic instructional period. Within established regulations, the commanding officer of the student should be liberal in granting "time off" during academic recesses. The objective is to provide adequate respite from academic demands to ensure the maintenance of sound health during the total period of assignment to the college.

6. Advancement in Rating. EEAP students are eligible for advancement in rating per established procedures. Military and Personnel Advancement Requirement (PAR) records will be maintained by the administrative command having cognizance over the student. Military Leadership Examinations will continue to be required for advancement eligibility. Cognizant personnel offices shall ensure that adequate tests are available for EEAP students who desire them, and ensure students are adequately informed of scheduled examinations.

7. Performance Evaluations. All EEAP students shall be evaluated as set forth in MILPERSMAN Article 3410150. Lack of a meaningful evaluation is potentially discriminatory to the EEAP student; therefore, positive statements concerning aptitude, attitude, potential for successful program completion, military bearing, knowledge of current Navy missions and policies, and participation in extracurricular or community activities shall be included as a minimum. EEAP students should bear in mind that successful program participation in and of itself is an excellent recommendation, and is considered favorably by selection boards for advancement and officer programs.

8. Selective Reenlistment Bonus (SRB). Payment of SRB is authorized to enlisted members selected for college training under EEAP who reenlist for the purpose of meeting the obligated service requirements.

9. Military Instruction. Commanding officers of EEAP students should provide, as needed, military instruction and orientation to inform the students of their military responsibilities and new

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policies and developments in the Navy. The instruction shall be scheduled so as not to interfere with the student's academic pursuit.

10. Military Inspections

a. EEAP students shall be required to appear in uniform at least once a month, and should be inspected by the individual charged with the responsibility of conducting and writing the students' performance evaluations. Navy grooming standards shall be adhered to by EEAP students.

b. Commanding officers shall have the latitude to establish the dates and times for these inspections so as not to interfere with the student's academic schedule. Concurrent with the inspection, the student's progress and academic standing should be reviewed, or problems discussed which may require assistance to resolve.

11. Physical Fitness. The Navy emphasizes the necessity for maintaining a high state of physical fitness for purposes of readiness, health, and performance. Commanding officers of EEAP students shall administer physical fitness tests per the current Navy directive. Failure of a student to comply with the physical fitness standard is cause for disenrollment from EEAP. Urinalysis screening will be conducted in the same manner as for other Navy members.

12. Wearing of Uniform. All EEAP students are permitted to wear appropriate civilian attire while enrolled in college. Their personal appearance, however, shall be in keeping with the high standards expected of them when in uniform. Commanding officers of EEAP students shall establish local regulations concerning the wearing of uniforms.

13. Off-duty Employment

a. Detailed guidance and regulations concerning off-duty personnel employment in the naval establishment are set forth in SECNAVINST 5370.2J.

b. The assignment of EEAP students to duty-under-instruction requires that they shall attend all scheduled classes, lectures, seminars, laboratories, and other required functions which contribute to their educational program. They shall devote such time in study, preparation, leisure, and recreational activities as may be necessary to maintain maximum academic performance.

c. Subject to the above limitations and other pertinent

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regulations regarding off-duty employment published in MILPERSMAN 3420500, EEAP students shall not be restricted from voluntarily engaging in legitimate and ethical enterprise or employment while on leave or liberty; however, off-duty employment is strongly discouraged.

d. Activities connected with their assignment to duty-under-instruction shall at all times take precedence on the time, talents and attention of EEAP students.

14. Graduation. Immediately upon Graduation the student is responsible for submitting a final transcript, bearing the college seal, indicating degree and date awarded, and a copy of orders out of the EEAP to the ESC, to be forwarded to Commanding Officer, NETPMSA, (Code 043).

#### B. NAVAL ENLISTMENT AGREEMENT

1. Obligated Service. All EEAP selectees will have incurred a six year obligation either by enlistment or extension prior to departing from their current command. There is no relationship between this obligated service requirement and the number of months of education. EEAP students must serve executed extensions of enlistment or enlistments, as set forth in MILPERSMAN 1050300. The use of a page 13 entry to satisfy obligated service requirements is not authorized under any circumstances.

2. Extension. Selectees who are able to incur the six year obligation by extension will have the following entry on the service record page 1A at the time of execution of the agreement as reason for extension:

"Training (EEAP). I understand that upon enrollment in the Enlisted Education Advancement Program, this extension becomes binding and may not thereafter be canceled except as provided in MILPERSMAN 1050150."

### PART IV ELIGIBILITY

#### A. GENERAL ELIGIBILITY

1. Be on active duty USN/USNR/TAR in the rate of petty officer third class or above. Waivers will not be considered.
2. Have at least four years (or E-5 with minimum of 3 years) but no more than 14 years of active duty service as of 1 September of



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the year EEAP is entered. Waivers will be considered for up to six months on both the minimum and maximum active service period for outstanding candidates.

3. Be a high school graduate or have passed the General Education Development (GED) Test or other accepted equivalency tests. A GED certificate is required from applicants who graduated from other than a U.S. high school, in addition to a high school transcript. Waivers will not be considered.

4. Those members who have previously graduated from the EEAP Associate degree option are ineligible to reapply for the Baccalaureate option. Those members selected for the EEAP prior to this instruction are governed by the notice in effect at the time of selection. Current EEAP students, and selectees who have not yet entered EEAP, may submit an expanded and/or updated degree plan to NETPMSA (Code 0434) for approval. Only those degree plan changes which do not exceed the student's time in EEAP beyond 24 months or time remaining on shore duty (whichever occurs first) will be considered.

#### B. MILITARY REQUIREMENTS

1. Have a score of at least 110 on one of the following tests:

(a) General Classification Test (GCT) + Arithmetic Test (ARI) on the Basic Test Battery (BTB).

(b) Word Knowledge (WK) + Arithmetic Reasoning (AR) on the Armed Services Vocational Aptitude Battery (ASVAB) 5, 6 or 7.

(c) Verbal (VE) + AR on the ASVAB 8-10 or J1.

(d) Verbal (VE) + AR on the ASVAB 11-14 or J1.

(e) A 10-point waiver on any of the above tests may be considered for outstanding candidates. Waivers are automatically considered by the selection board; separate requests are not required. However, the Commanding Officer's endorsement may recommend board approval of any required waivers.

2. Have successfully met the physical readiness standards specified in reference (c) within the past year. Waivers will not be granted.

3. Applicants whose prescribed sea tour (PST) is less than 48 months must be eligible for rotation to a normal shore tour (Continental United States or Hawaii) as listed in Figure 3A of the Enlisted Transfer Manual. Projected rotation dates (PRDs) must fall between 1 September and 31 August of the academic year

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EEAP is entered. If already on a normal shore tour, must have sufficient time remaining on shore tour on 1 September of the year EEAP is entered to complete at least an associate degree. Waivers of up to six months will be considered if degree requirements cannot be completed during remaining shore tour (this waiver must be requested in application in paragraph 4.g. of enclosure (2)). PRDs will be adjusted as necessary to accommodate class convening dates.

4. Applicants serving in ratings with a PST of 48 months or greater and whose Normal Shore Tour is less than 36 months, may apply up to 24 months prior to completion of their PST. In some cases these applicants, if selected, may have up to 12 months of their PST waived to participate in EEAP.

5. Have no record of conviction by courts-martial, nonjudicial punishment, or by civil court for other than minor traffic violations during the two years prior to the expected date of enrollment. Waivers will not be considered.

6. Agree to reenlist or extend enlistment to have six years of active obligated service as of the date of enrollment.

7. E-4s who would exceed High Year Tenure (10 years naval service) by incurring six years of obligated service for EEAP may reenlist for six years with the following page 13 statement of understanding added to their service record. "I have been counseled and understand that I will be separated under the professional growth criteria of OPNAVINST 1160.5B if I fail to be selected for advancement to E-5 prior to reaching 10 years of naval service."

8. Be recommended by commanding officer.

#### PART V APPLICATION PROCEDURES

##### A. GENERAL APPLICATION

1. Application. Applications must be completed and forwarded, via the applicant's commanding officer, to Commanding Officer, Naval Education and Training Program Management Support Activity (NETPMSA), Code 0434, Pensacola, FL 32509-5100. The format required is shown in enclosure (2). All information must be complete and legible. If portions of the application must be answered in the negative or are not applicable, this fact should be indicated by stating the information called for, followed by the words "negative" or "not applicable" as appropriate.

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a. The following information must be included with the application:

(1) Certified copy of high school transcript and, if not a high school graduate, a certified copy of the GED certificate in addition to the partial high school transcript.

NOTE: High school transcripts from other than a U.S. high school must be accompanied by a GED certificate.

(2) Certified copy of transcript(s) of college level courses and any other documentation of academic achievement. Failure to disclose all academic records will result in disqualification.

NOTE: College credits earned at other than U.S. institutions must be evaluated for transferability by any accredited U.S. college or university and the evaluation submitted with the application. Navy Campus or the college/university of choice can perform the evaluation.

(3) Degree Plan, signed by the college/university counselor, indicating any credits accepted for military experience and previous college work. The degree plan should indicate what applicant intends to accomplish during the time allotted in EEAP.

(4) Letter of Acceptance from college(s)/university - (ies) indicated in paragraph 2 of enclosure (1).

(5) Certified copy of applicant's Enlisted Performance Record (Enlisted Service Record, page 9) showing marks for the last five performance evaluations. In those cases where five evaluations are not shown on the current performance record, a copy of the page 9 from previous enlistment, must also be enclosed.

(6) Certified copy of applicant's Navy Occupation/Training and Award History (NP 1070/604) - page 4 of Enlisted Service Record.

NOTE: Certification must be signed by the personnel or administration officer. Applicants must ensure that transcripts include an explanation of the scale used in the grading system. Applicants should ensure social security number (SSN) and any name change is indicated on all documents.

(7) Copy of Scholastic Aptitude Test (SAT) or American College Testing Program (ACT) scores. It is the applicant's responsibility to ensure a certified copy of the test results are

Enclosure (1)

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made available for inclusion in the application package, or are released directly from the testing agency to NETPMSA, by marking Release Code 1786 for SAT or 0710 for ACT. Any previous scores may be released by marking the same codes on an additional score release request form. Test must have been taken within 24 months of application.

(8) The applicant's personally composed, handwritten (not printed) and signed statement, of no more than 150 words, describing the applicant's degree objectives and his/her reasons for applying for the EEAP.

(9) One 5" x 7" black and white full length glossy photograph of applicant in uniform (front view). Photograph must be taken within six months of application, and should have applicant's full name, rate, and SSN clearly marked on the back.

b. The commanding officer's endorsement of each application must contain the following:

(1) A certification that the applicant meets all eligibility requirements (including a statement that member has met the physical readiness standards within the past year).

(2) Specific comments and appropriate information regarding the applicant's motivation for career naval service, motivation for advanced academic work and potential for successful completion of a college program.

(3) Specific noteworthy examples of applicant's performance and community activities (when applicable).

(4) A recommendation for the program.

NOTE: "By direction" endorsements will not be accepted.

(5) Statement attesting to applicant's maturity, financial responsibility and knowledge of program demands in terms of personal, financial and academic requirements.

c. Incomplete applications will be returned for resubmission. This could result in the application being received too late for consideration by the EEAP selection board. Applications received after the application receipt deadline will be considered only if time permits pre-screening prior to convening of the selection board. Applicants currently taking courses are encouraged to mail updated transcripts or certification showing satisfactory completion of these courses to CO, NETPMSA, subsequent to the submission of their application if they can be obtained in time to arrive before the deadline. The deadline for

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receipt of applications will be announced by OPNAV NOTICE 1510.

d. Applicants must advise NETPMSA, AUTOVON: 922-1806, Commercial: (904) 452-1806, of any changes of address/status which occur after the application is submitted.

B. SELECTION

1. A selection board will be convened in the spring to consider applicants for entrance into the upcoming EEAP. Selection will be based upon information contained in the application.
2. Applicants selected for the EEAP will be notified by a NAVOP message. Selection results will not be available by phone until announced officially by message.
3. Selectees will receive information about orders, approved schools and courses of study, and points of contact from NETPMSA within six weeks following publication of the official message.
4. Selectees normally will be assigned to commence studies in a school term based on their PRD.
5. Commanding officers will reenlist or extend enlistment as applicable prior to transferring selectees to EEAP school. A page 13 entry for obligated service is not authorized under any circumstances.
6. Members who meet the obligated service requirement by extending up to the maximum permissible four years will include the following reason for extension on the Agreement to Extend Enlistment (NAVPERS 1070/621 or NAVPERS 1070/622 as applicable): "I understand that upon enrollment in the Enlisted Education Advancement Program, this extension becomes binding and may not thereafter be canceled except as provided in the MILPERS Manual."

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## APPENDIX A

The following reports shall be submitted by EEAP Student Coordinator to the Commanding Officer, NETPMSA (Code 043):

1. EEAP Student Grade Report. Forward a legible copy of the grade report on each student at the completion of each term of instruction via the student's commanding officer. Copies of machine printed grade reports bearing the school name shall be provided. Term and cumulative grade point averages (GPA) shall be indicated on each report.
2. EEAP Student Unsatisfactory Performance Report. Submit via the student's commanding officer; commanding officer shall include a copy of unsatisfactory performance evaluation or applicable grade reports.
3. EEAP Withdrawal Report. Submit via student's commanding officer; to be submitted when student voluntarily withdraws.
4. EEAP Availability Report. Commanding officers of administrative commands will forward an availability report, BUPERS 130617-3, to COMNAVMILPERSCOM (NMPC-40BB) immediately upon graduation/disenrollment of a student, with a copy to Commanding Officer, NETPMSA.

Personnel submitting these reports shall use the report title in the subject line of the report. There are no printed forms for these reports.

Appendix A to  
Enclosure (1)

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EEAP SAMPLE APPLICATION LETTER

PRIVACY ACT STATEMENT

Authority for requesting the following information is Title 5, U.S. Code, paragraph 301 and EO 9397. Its purpose is to determine your eligibility for selection to the Navy's Enlisted Education Advancement Program (EEAP). If selected, the information you provide will be used for subsequent student tracking and program follow-up. This information is FOR OFFICIAL USE ONLY and will be maintained and used per federal laws and regulations. Submission of the information is voluntary; however, failure to do so may jeopardize your selection opportunity.

Enclosure (2)

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SAMPLE APPLICATION LETTER

\_\_\_\_\_  
(Date)

From: (Rate, Name, USN(R)/(TAR), Social Security Number)  
 To: Commanding Officer, Naval Education and Training Program  
 Management Support Activity, Code 0434, Pensacola, FL  
 32509-5100  
 Via: Commanding Officer, \_\_\_\_\_  
 Subj: APPLICATION FOR 1990 ENLISTED EDUCATION ADVANCEMENT  
 PROGRAM (EEAP)

Ref: (a) OPNAVINST 1560.8A

- Encl: (1) Certified High School Transcript or Partial Transcript  
 and a Certified Copy of GED Certificate  
 (2) Certified Transcript of College Level Courses (if  
 applicable)  
 (3) Degree Plan  
 (4) College/University Letter of Acceptance  
 (5) Certified Copy(ies) of Enlisted Performance Record,  
 Page 9  
 (6) Certified Copy(ies) of Navy Occupation/Training and  
 Award History (NP 1070/604)  
 (7) Copy of SAT or ACT scores  
 (8) Personally composed, handwritten and signed statement  
 (9) Photograph

1. I am applying for the Enlisted Education Advancement Program.  
 Enclosures (1) through (9) are forwarded, as required by refer-  
 ence (a).

2. My choice(s) of college(s)/university(ies) for participation  
 in EEAP is/are:

(College selected shall be near the present duty station or  
 homeport)

	Name of School	City	State
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____

Enclosure (2)



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3. My degree objective is associate/baccalaureate degree in:

a. \_\_\_\_\_

b. \_\_\_\_\_

4. The following pertinent information is provided:

a. Duty telephone number (AUTOVON) \_\_\_\_\_  
(Commercial) \_\_\_\_\_

b. Total years active duty \_\_\_\_\_  
(Computed to 1 September of the year applying for EEAP.)

c. Place an "X" in the appropriate spaces:

Male \_\_\_\_\_ Female \_\_\_\_\_

Hispanic \_\_\_\_\_ Black \_\_\_\_\_ Caucasian \_\_\_\_\_ Other \_\_\_\_\_ (Specify)

Amer Ind \_\_\_\_\_ Asian/Pac Is \_\_\_\_\_ Filipino \_\_\_\_\_

d. Date of birth \_\_\_\_\_  
(DD/MM/YY)

e. GCT/ARI, WK/AR or VE/AR combination (as applicable)

(check one)

f. Projected rotation date MMYY to sea or shore tour.  
If in receipt of orders, indicate duty station, location and  
estimated reporting date.

g. EAOS \_\_\_\_\_

h. State of legal residence \_\_\_\_\_

i. Home address of spouse/children (if applicable - if not  
applicable indicate by N/A).

j. Home address if not married and if different from command  
address (if not applicable indicate N/A).

5. My educational background is:

a. High School

<u>Name and Address</u>	<u>Years Attended</u>	<u>Graduate (Yes/No)</u>	<u>Class Standing</u>
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## b. College(s) attended while in the Navy:

<u>Name of Institution</u>	<u>Dates (MM/YY) Attended</u>	<u>Total Credits Received (Indicate Semester or Quarter Hours)</u>	<u>Major Field</u>
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## c. College(s) attended prior to entry into Navy:

<u>Name of Institution</u>	<u>Dates (MM/YY) Attended</u>	<u>Total Credits Received (Indicate Semester or Quarter Hours)</u>	<u>Major Field</u>
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## d. Defense Activity for Non-Traditional Education Support (DANTES) independent study courses:

<u>Name of Institution</u>	<u>Course Name</u>	<u>Credits Received</u>	<u>Date Completed</u>
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## e. Examination program participation:

(1) General (College Level Examination Program (CLEP)) - Include standard and percentile score, followed by (P) for passing grade or (F) for failing grade.

<u>Test 1</u>	<u>Test 2</u>	<u>Test 3</u>	<u>Test 4</u>	<u>Test 5</u>
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(2) DANTES/CLEP Subject/U.S. Armed Forces Institute (USAFI).

(3) Other

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f. Navy correspondence courses (Indicate those which were required for advancement in rate by an asterisk):

<u>Title</u>	<u>Date Completed</u>
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g. Other correspondence courses:

<u>Title</u>	<u>Institution</u>	<u>Date Completed</u>
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h. Other education:

i. Navy Schools (Class A, B, C, and Functional):

<u>Course Title</u>	<u>Number of Weeks</u>	<u>Date Completed</u>	<u>Final Grade</u>	<u>Class Standing</u>
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6. Chronological listing of permanent duty stations for the past 10 years (present duty station first):

<u>Duty Station</u>	<u>Inclusive Dates (MO/YR)</u>	<u>Type Duty (SEA/Shore/NEU/OTHER (if "NEU" or "OTHER" explain)) (if on sea duty give homeport)</u>
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7. I understand that if I am selected for EEAP, eligibility for special duty assignment pay ceases upon transfer to an EEAP college. I also understand that I must incur a six-year obligation for active duty naval service from my date of entry into this program. This obligated service requirement must be met by reenlistment or extension of present enlistment; a page 13 entry is not authorized to satisfy the required six-year obligation for EEAP. I understand that participation in the program is limited

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to a maximum of 24 calendar months. Additionally, I understand that if I negotiate orders for transfer or accept an LDO/CWO commission subsequent to this application but prior to selection notification, and execute any portion or obtain any entitlements from those orders or commission, my EEAP eligibility may be superseded by the needs of the Navy in maintaining a filled billet at a new duty station.

8. I have read and understand the contents of OPNAVINST 1560.8A.

9. I certify that I have investigated the costs involved to participate in the EEAP, and will be able to successfully manage those costs.

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(Signature of Applicant)